



APPLICATION FOR RECORDS RETENTION SCHEDULE

50501-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Application Date | 1. Agency Address Georgia Bureau of Investigation 3121 Panthersville Road Decatur, GA 30034 | Application Number | 76-285-A |
| Application Number | | Date Received MAY 01 1985 | Date Completed AUG 17 1989 |
| 2. Person to Contact Brent Faulkner | | Working Title Photographer | Telephone Number 244-2500 |
| 3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 76-285 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 1973 Latest Present | | 5. Records Series Title (followed by title used in office; if different) Photo Negative and Proof File (Regional Office Investigations) | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers The Georgia Post Mortem Act and the Implied Consent Act, furnishes scientific expertise in the analysis and evaluation of evidence, for the performance of medicolegal autopsies, for crime scene searches and for police training. | | | |
| 7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining proofs and negatives of photographs taken as part of a GBI Regional office investigation. Included are: Contact proofs and negatives of crime scenes, recovered autos, and other evidence pertaining to investigations. <div style="text-align: right; font-size: 2em; font-weight: bold;">RETURNED</div> <div style="text-align: right; font-style: italic;">TO Agency 7/18/85 Resubmitted 8/10/89</div> 1973 through June 1976 filed by calendar year, thereunder numerically by case number; 1977 to present by fiscal year; thereunder numerically by case number. File is arranged: | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old 80; twenty-five months and older 10? | | | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers 4; Legal-size drawers; Shelves; Other (specify) | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|------------------------------------------------------------------------------------------------------------------------------------------------------|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. (Law 38-1102) |
| X | | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 15 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Re-opening of a case may require additional photographs to be made.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ See below _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Cut off files at end of each fiscal year; hold in current files area two (2) years; then transfer negatives and proofs to appropriate Regional office to be included in the respective case file. *See 73-3-A "Criminal Investigation Case Files"*

See Attachments #1 and #2

These instructions apply to all prior and future accumulations of the series.

| | | | |
|---------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------|---------|
| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
| <i>[Signature]</i> | 4/2/85 | Margaret A. Tork | 4/25/85 |
| 850505-01 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 76-285-A | | State Records Committee (Signature) | Date |
| | | State Auditor/Designee | 8-17-89 |
| | | Secretary of State/Designee | 8/16/89 |
| | | Governor/Designee | 8/17/89 |



APPLICATION FOR RECORDS RETENTION SCHEDULE

850501-01

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | 1. Agency Address | FOR RECORDS MANAGEMENT USE | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| Application Date | | Georgia Bureau of Investigation 3121 Panthersville Road Decatur, GA 30034 | Application Number | 76-285-A |
| Application Number | | | Date Received | MAY 01 1985 |
| | | | Date Completed | AUG 17 1989 |
| 2. Person to Contact | | Working Title | Telephone Number | |
| Brent Faulkner | | Photographer | 244-2500 | |
| 3. Action Requested | | | | |
| a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. | | | | |
| b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. | | | | |
| c. <input checked="" type="checkbox"/> Amend Application No. 76-285-73-3-A Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void | | | | |
| 4. Dates of Series | | 5. Records Series Title (followed by title used in office; if different) | | |
| Earliest | Latest | | | |
| 1973 | Present | Photo Negative and Proof File (Regional Office Investigations) | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? | | | | |
| The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers The Georgia Post Mortem Act and the Implied Consent Act, furnishes scientific expertise in the analysis and evaluation of evidence, for the performance of medicolegal autopsies, for crime scene searches and for police training. | | | | |
| 7. Record Series Description | | This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. | | |
| Documents relating to: | | Maintaining proofs and negatives of photographs taken as part of a GBI Regional office investigation. | | |
| Included are: | | Contact proofs and negatives of crime scenes, recovered autos, and other evidence pertaining to investigations. | | |
| File is arranged: | | 1973 through June 1976 filed by calendar year, thereunder numerically by case number; 1977 to present by fiscal year; thereunder numerically by case number. | | |
| 8. Monthly Reference Rate How often are records referred to which are: | | | | |
| One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old 80; twenty-five months and older 10 | | | | |
| 9. Annual Rate of Accumulation of Records | | | | |
| Letter-size drawers 4; Legal-size drawers; Shelves; Other (specify) | | | | |

RETURNED

TO AGENCY 7/18/85
Resubmitted 8/10/89

4171-12
APPLICATION FOR RECORDS RETENTION SCHEDULEOFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

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FOR AGENCY USE

Application Date

7/20/76

Application Number

1. Agency Address

Georgia Bureau of Investigation
1001 International Blvd., Suite 920
Atlanta, Georgia 30354~~INVESTIGATIVE DIV.~~
~~G.B.I. OFFICE - Thomson, Ga.~~
~~Box 3883~~

FOR RECORDS MANAGEMENT USE

Application Number

76-285

Date Received

JUL 22 1976

Date Completed

AUG 12 1976

2. Person to Contact

Brent Faulkner

Thomson, Ga. 30824
Working Title
GBI Photo Lab Technician

Telephone Number

404-595-2575

3. Action Requested

- a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

1973 Present

5. Records Series Title (followed by title used in office; if different)

Photo Negative and Proof File

6. Division and Office Function What is the function of the Division and the Office in which this record series is created?

The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correctional system, and local law enforcement agencies. The State Crime Laboratory administers the Georgia Post Mortem Act and the Implied Consent Act.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: maintaining proofs and negatives of photographs taken as part of GBI investigations.

Included are: Contact proofs and negatives of crime scenes, recovered autos, and other evidence pertaining to investigations.

1973 thru June 1976 filed by calendar year, thereunder numerically by case number.

1977 filed by fiscal year; thereunder numerically by case number.

File is arranged:

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old 100; Seven to twelve months old 100; Thirteen to twenty-four months old 80;
twenty-five months and older 10?

9. Annual Rate of Accumulation of Records

Letter-size drawers 4; Legal-size drawers _____; Shelves _____; Other (specify) _____

| YES | NO | 10. Question (Place an "X" in the proper column) |
|-----|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| X | | a. Is this a true and correct copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. <u>Secrets of State (Law 38-1102)</u> |
| X | | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| X | | h. Is there a duplication of this series in your office, or in another office or agency? Partial duplication in If yes, where? <u>Region offices and Headquarters filed with case reports</u> |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>15</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Re-opening of a case may require additional photographs to be made.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy. Security destruction
- ☐ Transfer to State Archives for permanent retention.

☒ Other (Specify) Cut off files at end of each fiscal year; hold in current files area 3 years; then transfer to State Archives; hold 12 years; then destroy; except that State Archives will retain a random sample of each years files for permanent retention.

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--------------------------------------------------------------------------------------------------|----------------|----------------------------------------|----------------|
| <i>Dobley J. Tucker</i> | <i>7/20/76</i> | <i>Jeannette Powell</i> | <i>7/20/76</i> |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <i>Carroll Hart</i> | <i>8/10/76</i> |
| | | <i>Robert M. Miller</i> | <i>8-9-76</i> |
| | | <i>Robert M. Miller</i> | <i>8-12-76</i> |



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| Application Number | | Date Received JUL 22 1976 | Date Completed AUG 12 1976 |
| 2. Person to Contact Brent Faulkner GBI Photo Lab Technician | | Working Title Telephone Number 404-595-2575 | |
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| How often are records referred to which are: 9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____ | | | |

| YES | NO | 10. (Place an "X" in the proper column) |
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|--------------------------------------------------------------------------------------------------|----------------|----------------------------------------|----------------|
| <u>Bobby J. Tucker</u> | <u>7/20/76</u> | <u>James H. Powell</u> | <u>7/20/76</u> |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Records Committee (Signature) | Date |
| | | <u>State Auditor/Designee</u> | <u>8/07/76</u> |
| | | <u>Secretary of State/Designee</u> | <u>8-9-76</u> |
| | | <u>Attorney General/Designee</u> | <u>8-12-76</u> |